

East Providence Housing Authority
REGULAR/REORGANIZATIONAL MEETING
February 24, 2015

The Regular/Reorganizational Meeting of the Board of Commissioners of the East Providence Housing Authority was held on the above date at Harbor View Manor. The meeting was called to order at **4:10PM** by Chairman Richard Smith.

The Pledge of Allegiance was lead by Executive Director Theresa Correia and recited by those in attendance.

ROLL CALL:

Present: Chairman, Richard Smith, Commissioners Luci Stoddard, Eileen Bowden, Antero Braga, Valarie Lawson, Joan Shovelton, and Executive Director Theresa Correia. Excused: Vice Chairman Faria

NOMINATIONS: Under the recommendation of Chairman Smith, Commissioner Stoddard made a motion to table the nominations until the March meeting. A second was made by Commissioner Lawson. The motion carried.

RESIDENT & PUBLIC CONCERNS:

NONE

APPROVAL OF MINUTES:

Regular Meeting – 1/20/15: A motion was made by Commissioner Stoddard to accept the minutes as presented, seconded by Commissioner Braga. All Commissioners voted aye.

DIRECTOR'S REPORT:

Director Correia reported on the following:

- Director Correia informed the board that the RFP for IPA Auditor had been published. Proposals were due in by 2/27/15. As of meeting date, one proposal had been received.
- The Director was pleased to announce that the EPHA had once again been successful in receiving one of 6 DEA Security Grants from the State of RI. The \$14,290 award will be matched with EPHA funds and utilized to install exterior cameras at City View and Goldsmith Manors.
- On 2/12/15 PHA Capital Fund awards were published in the Providence Journal. Of the \$12.4 million in total, being distributed to PHA's across the country, EPHA will receive \$497,543. These funds are used to address capital needs of the agency.
- SEMAP, the program that measures various aspects of the Housing Choice Voucher Program, scored 100% again for FYE 9/30/14. This score puts the Voucher Program in High Performer Status. The Director commended the work of the department.
- A REAC score of 98 was received for the Scattered Site inspections performed on 1/27/15. This score is up from last year's score of 73. The tremendous efforts of the maintenance department to complete work orders, and make necessary repairs, contributed to the score. Director Correia and commissioners commended their efforts.
- New washers and dryers will arrive March 3 and 4 at City View, Goldsmith, and Harbor View Manors. New machines will no longer take quarters. A laundry card will be issued to each household with \$5.00 loaded initially. Residents will load additional funds at a filling station in each community room. Correia impressed upon the fact that cards are not traceable, and should be treated as cash.

- RISE has been on site performing proposed energy initiatives. Goldsmith Manor has had unit bulbs replaced, new shower heads and handhelds installed. Contractors will arrive the first week of March to replace all lights in parking lot, halls and stairwells. Work will continue the following week at City View Manor. Commissioner Bowden stated that the residents are thrilled with the new lighting. Soon to follow will be their assessment of Harbor View Manor and Warren Avenue.
 - Director Correia informed the board that the One Call Resident Notification system is now in use. It has the ability to reach all residents by phone, email, text within minutes. The message can be translated in any language. The system will replace approximately 90% of the notices that had been hand delivered to residents. Its report capabilities are extensive and satisfy HUD requirements.
 - On March 13th, Director Correia informed the board, that the office will be closed. HAB will be onsite to train all staff on various areas of the resident/applicant database. Training of this nature is necessary for staff to keep up with software enhancements.
 - Director Correia reported on the PHADA Conference. She stated that in addition to the two full days PHAS and Financial Management classes, the concurrent sessions, including a mock board meeting and social media session, were very informative.
- A motion was made by Commissioner Braga voted to approve the Directors Report as read. That motion was seconded by Commissioner Shovelton and passed unanimously.

PUBLIC HOUSING VACANCY REPORT

A motion by Commissioner Braga to accept the PH Vacancy report as presented. Seconded by Commissioner Stoddard. The motion carried.

HOUSING CHOICE VOUCHER REPORT

A motion was made by Commissioner Lawson to accept the report as presented. Seconded by Commissioner Shovelton. The motion carried.

HOUSING CHOICE VOUCHER FSS REPORT

After a brief description of current funding in the FSS Program by Correia, a motion was made by Commissioner Bowden to approve the HCV FSS report as presented. Seconded by Commissioner Lawson. The motion carried.

PAID BILL REPORT

January 2015- \$129,371.89

Director Correia identified a few line items on the report. Commissioner Braga questioned where propane was being used and to identify National Grid bills on the report by their type. A motion was made by Commissioner Braga to approve the report. That motion was seconded by Commissioner Bowden and passed unanimously.

Resolutions

Resolution #504 – FY 2015 Operating Subsidy Submission

Director Correia informed the board that RES#503, used at previous meeting for the FY Operating Subsidy, was incorrect. She requested approval using corrected Resolution#504. A motion was made by Commissioner Stoddard to approve resolution #504. The motion was seconded by Commissioner Shovelton and passed unanimously.

Resolutions

Resolution #505 – FY 2015 Capital Fund Grant

After a brief explanation of the Capital Fund Budget a motion was made by Commissioner Stoddard to approve Resolution #505. The motion was seconded by Commissioner Lawson and passed unanimously.

New Business

Director Correia distributed a letter by one of the residents, who could not be present. In the letter she commends the efforts of the maintenance staff, who throughout the many snowstorms, worked day and night to maintain the property. She stated that it made her feel “*safe and comfortable in her home.*” Chairman Smith expressed the board’s appreciation for their hard work as well.

Adjourn

At 4:40pm upon a motion by Commissioner Stoddard and second by Commissioner Braga, the meeting was adjourned. All Commissioners present voted in favor.

Respectfully submitted,

Theresa M. Correia
Executive Director
Transcribed by tmcorreia